

Exhibit 1:

**Federal Depository Library Program:
Information Dissemination and Access Strategic Plan,
FY 1996 - FY 2001**

**FEDERAL DEPOSITORY LIBRARY PROGRAM:
Information Dissemination and Access
Strategic Plan, FY 1996 - FY 2001**

Prepared For

**STUDY TO IDENTIFY MEASURES NECESSARY
FOR A SUCCESSFUL TRANSITION TO A MORE ELECTRONIC
FEDERAL DEPOSITORY LIBRARY PROGRAM**

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FEDERAL DEPOSITORY LIBRARY PROGRAM: Information Dissemination and Access Strategic Plan, FY 1996 - FY 2001

EXECUTIVE SUMMARY

This Strategic Plan focuses on the role of the Government Printing Office (GPO), as the administrator of the Federal Depository Library Program (FDLP), and the changes in the FDLP that will occur during the period from the remainder of FY 1996 through the end of FY 2001. Because it is such an integral part of the FDLP, the plan also addresses the Cataloging and Indexing Program.¹ This plan is one component of the report to Congress entitled *Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program* (FDLP Study Report),² and it is included as an Exhibit in that report.

By emphasizing the incorporation of electronic information products into the FDLP, this plan affirmatively moves the FDLP toward a more electronic information dissemination and access program. While this plan builds upon the December 1995 *Electronic Federal Depository Library Program: Transition Plan FY 1996 - FY 1998*, submitted with the GPO FY 1997 appropriations request, it incorporates numerous changes which reflect the views and advice of the library community, Federal publishing agencies, and users of Government information.

The FDLP provides official Government information products in a variety of formats to the nation's over 1,380 depository libraries. The FDLP endeavors to ensure that all Government information products within the scope of the program are available for no fee public access. Incorporating more electronic Government information into the FDLP will augment the traditional distribution of tangible products with connections to remotely accessible Government electronic information services. Electronic information will be accessible to the public at or through depository libraries from a distributed system, administered by GPO, of Government electronic information services from other Government agencies, or from institutions acting as agents for the Government. The preferred method for incorporating additional electronic information into the FDLP will be to point and link to the electronic information services of other agencies. When this is not possible, GPO will obtain electronic source files from agencies for mounting on *GPO Access*. Tangible Government information products will continue to be distributed to libraries, including CD-ROM discs, diskettes, paper or microfiche, as appropriate to the needs of users and the intended usage.

¹Other SOD programs have been considered briefly within the context of this plan with the conclusion that changes in the transition to a more electronic FDLP will have less dramatic effects on the By-Law Distribution Program, the International Exchange System (IES) Program and the Sales of Publications Program. Additional evaluation and planning will be needed to determine the impact of changes in agency publishing practices on these programs, but that is not within the scope of this plan.

²In August 1995, the U.S. Government Printing Office (GPO), as required by the Legislative Branch Appropriations Act, 1996 (Public Law 104-53), initiated a cooperative study to identify measures necessary for a successful transition to a more electronic Federal Depository Library Program. Congress directed that the study include a strategic plan that could assist the Congress in redefining a new and strengthened Federal information dissemination policy and program. The study concluded in March 1996, and a draft report was issued in order to provide an extended opportunity for public comment. The final report, including this Strategic Plan, was issued in June 1996.

Permanent access to Government information products is a critical issue in the electronic environment. GPO, as the administrator of the FDLP, will coordinate a distributed system that provides continuous, permanent public access to Government information products within the scope of the program, in the same spirit in which regional depository libraries provide permanent access to tangible information products. This will require coordination with all of the institutional program stakeholders: information producing agencies, GPO, depository libraries and the National Archives and Records Administration (NARA).

Effective public use of Government information, especially in the less-structured environment of the Internet, depends on the users' ability to identify and locate desired information. Through the continuation of its cataloging services, and the development of the suite of Pathway locator services, GPO can meet this need.

Use of electronic Government information products also can be enhanced by the greater utilization of standards in the creation and dissemination of information. Therefore, GPO is proposing an Assessment of Standards for Creation and Dissemination of Electronic Government Information through a joint effort with the National Commission on Libraries and Information Science (NCLIS).

Following successful completion of the assessment, GPO will survey depository libraries to assess the technological capabilities of both libraries and the public to access and utilize Government information products in the electronic formats identified by the assessment. The survey also will determine the technological skills of depository staff, equipment already available in depository libraries, and the cost implications for depository libraries and users in accessing and utilizing Government information products provided through the FDLP.

Significant progress toward a more electronic FDLP can be made by the end of FY 1998 with essentially flat funding. For the out years, FY 1999 and beyond, there are too many variables involved to accurately project program funding requirements at this time. GPO's FY 1997 funding request of \$30.8 million for the Superintendent of Documents (SOD) Salaries and Expense Appropriation assumed that some FDLP expenses, especially those associated with acquiring and shipping tangible products, would decline as the use of electronic information dissemination technologies increases. However, there will be offsetting cost increases in other areas, such as expanding the capacity of the *GPO Access* service, acquiring and converting electronic source files, CD-ROM software licensing fees, etc.

An effective transition to a more electronic FDLP would be facilitated by certain changes to existing law. Recommendations for legislative changes to 44 U.S.C. Chapter 19 are included in the FDLP Study Report in the report for Task 6 (Attachment D-5).

Also included in this plan is a brief discussion of the changing roles of regional and selective depository libraries with respect to electronic Government information products, and the type and level of public service and access that depository libraries will be required to provide in the future.

PRINCIPLES FOR FEDERAL GOVERNMENT INFORMATION

GPO's tactical and strategic planning for the future of the FDLP, as well as the work on the FDLP Study, have been guided by a set of fundamental principles regarding Federal Government information.

1. **The Public Has the Right of Access to Government Information**

Access to Government information, except where restricted by law, is a basic right of every American citizen. Open and unrestricted access to Government information ensures that the public has the opportunity to monitor and participate in the full range of Government activities.

2. **The Government Has an Obligation to Disseminate and Provide Broad Public Access to its Information**

The Government should encourage public participation in the democratic process and use of Government information through proactive dissemination efforts that ensure timely and equitable public access.

3. **The Government Has an Obligation to Guarantee the Authenticity and Integrity of Its Information**

These obligations, which are met in well-established ways in the print world, pose difficult issues in the electronic information environment.

4. **The Government Has an Obligation to Preserve its Information**

Preservation and permanent public access are vital components of the national historical record. Preservation should be considered from the earliest stages of the information life cycle.

5. **Government Information Created or Compiled by Government Employees or at Government Expense Should Remain in the Public Domain**

Use or reuse of Government information should not be diminished by copyright-like restrictions, which serve to reduce the economic benefits or "multiplier effects" associated with unrestricted usage.

MISSION AND GOALS FOR THE FEDERAL DEPOSITORY LIBRARY PROGRAM

Within these broad principles, the FDLP Study has identified the mission and goals for the FDLP. This Strategic Plan incorporates several different efforts and approaches to achieving these goals.

FDLP Mission

The mission of the Federal Depository Library Program is to provide equitable, efficient, timely, and dependable no-fee public access to Federal Government information within the scope of the program.

FDLP Goals

1. Ensure that the public has equitable, no fee, local public access to Government information products through a centrally managed, statutorily authorized network of geographically dispersed depository libraries.
2. Use new information technologies to improve public access to Government information and expand the array of Government information products and Government electronic information services made available through the FDLP.
3. Provide Government information products in formats appropriate to the needs of users and the intended usage.
4. Enable the public to locate Government information regardless of format.
5. Ensure both timely, current public access and permanent, future public access to Government information products at or through depository libraries, without copyright-like restrictions on the use or reuse of that information.
6. Facilitate preservation of Government information through the National Archives and Records Administration (NARA).
7. Ensure that the program is cost-effective for all parties involved, including Government publishing agencies, GPO, depository libraries, and the public.

BASIC ASSUMPTIONS FOR THE INFORMATION DISSEMINATION AND ACCESS STRATEGIC PLAN

1. An increasing proportion of the Government information products provided to the public through the FDLP will utilize electronic information dissemination and access technologies.
2. Electronic information will become the preferred medium for dissemination of, and access to, Government information products through the FDLP, although distribution of paper or microfiche will continue when appropriate for users or intended usage.
3. Including electronic Government information products in the FDLP offers opportunities to make more information locally available to the public, with enhanced functionality.
4. An enhanced system is needed to ensure permanent public access to electronic Government information products through the FDLP. Such a system must include all of the institutional program stakeholders: information producing agencies, GPO, depository libraries and NARA.
5. The *GPO Access* services authorized by Public Law 103-40 are the foundation for providing electronic access to Government information through the FDLP.
6. An enhanced system is needed to ensure the persistent identification and description of Government information products available via Government electronic information services.
7. Direct, no fee access to Government information products will be provided to the public through the *GPO Access* services as a function of the FDLP, and will be funded by the program.
8. When an agency is required by law to charge for access to its electronic Government information service in order to recover costs, GPO will seek to reimburse the agency for access to its electronic information products at no cost to depository libraries.
9. Some depository libraries need financial assistance in order to serve the public in an electronic FDLP environment. GPO has requested \$500,000 for "technology grants" in FY 1997 to provide such assistance.
10. Certain legislative changes to 44 U.S.C. Chapter 19 would facilitate this transition. These are identified in the FDLP Study Report in the report for Task 6 (Attachment D-5).
11. This transition requires funding the Superintendent of Documents Salaries and Expenses (S&E) appropriation at approximately the FY 1996 level through FY 1998. Any cost increases associated with expanding the role of electronic Government information in the FDLP will be funded by reducing distribution of paper and microfiche.

DEFINITIONS

The following definitions are provided to clarify the meaning of several important words and phrases ***as used in this report***. Unless otherwise noted, in this plan "**Government**" always refers to the Government of the United States.

"Agency" means any Federal Government department, including any military department, independent regulatory agency, Government corporation, Government controlled corporation, or other establishment in the executive, legislative, or judicial branch.

"Depository library" means a library, designated under the provisions of 44 U.S.C. Chapter 19, which maintains tangible Government information products for use by the general public, offers professional assistance in locating and using Government information, and provides local capability for the general public to access Government electronic information services.

The **"Federal Depository Library Program"** is a nationwide geographically-dispersed system, established under the provisions of 44 U.S.C. Chapter 19 and administered by the Superintendent of Documents, consisting of libraries acting in partnership with the United States Government for the purpose of enabling the general public to have local access to Federal Government information at no cost.

"Government electronic information service" means the system or method by which an agency or its authorized agent provides public access to Government information products via a telecommunications network.

"Government information" means Government publications, or other Government information products, regardless of form or format, created or compiled by employees of a Government agency, or at Government expense, or as required by law.³

"Government information product" means a discrete set of Government information, either conveyed in a tangible physical format including electronic media, or made publicly accessible via a Government electronic information service.

"Migration" means both: (1) the periodic refreshing or transfer of Government information products from one medium to another in order to minimize loss of information due to physical deterioration of storage media and (2) the reformatting of information to avoid technological obsolescence due to software or platform dependence.

³"Government information" has a significantly broader meaning in the context of Federal records.

"Permanent access" means that Government information products within the scope of the FDLP remain available for continuous, no fee public access through the program.⁴ For emphasis, the phrase **"permanent public access"** is sometimes used with the same definition.

"Preservation" means that official records of the Federal Government, including Government information products made available through the FDLP, which have been determined to have sufficient historical or other value to warrant being held and maintained in trust for future generations of Americans, are retained by the National Archives and Records Administration (NARA).

⁴Permanent access is required by 44 U.S.C. §1911: "Depository libraries not served by a regional depository library, or that are regional depository libraries themselves, shall retain Government publications permanently in either printed form or in microfacsimile form, except superseded publications or those issued later in bound form..." In the case of tangible information products, permanent access remains a responsibility of regional depository libraries, while in the case of remotely accessible Government information products, it is a responsibility of GPO to coordinate a distributed system that provides continuous, permanent public access.

FEDERAL DEPOSITORY LIBRARY PROGRAM: Information Dissemination and Access Strategic Plan, FY 1996 - FY 2001

I. BACKGROUND

This Strategic Plan focuses on the role of the Government Printing Office (GPO), as the administrator of the Federal Depository Library Program (FDLP), and the changes in the FDLP that will occur during the period from the remainder of FY 1996 through the end of FY 2001. Because it is such an integral part of the FDLP, the plan also addresses the Cataloging and Indexing Program.¹ This plan is one component of the report to Congress entitled *Study to Identify Measures Necessary for a Successful Transition to a More Electronic Federal Depository Library Program* (FDLP Study Report),² and it is included as an Exhibit in that report.

By emphasizing the incorporation of electronic information products into the FDLP, this Strategic Plan affirmatively moves the FDLP toward a more electronic information dissemination and access program. While this plan builds upon the December 1995 *Electronic Federal Depository Library Program: Transition Plan FY 1996 - FY 1998*, submitted with the GPO FY 1997 appropriations request, it incorporates numerous changes which reflect the views and advice of the library community, Federal publishing agencies, and users of Government information.

The Superintendent of Documents (SOD) Library Programs Service (LPS) is responsible for administering the FDLP in partnership with over 1,380 participating libraries nationwide, as authorized under Title 44 of the U.S. Code. There are three major areas in which the FDLP can extend its traditional role into the electronic environment:

- Provide no fee public access to all Government information products which fall within the scope of the FDLP.
- Through cataloging and locator services, enable the public to access the full range of Federal Government information made available through the program.
- Ensure that FDLP Government information products are maintained permanently for public access.

These are not new directions; they have been the cornerstones of the FDLP for many years. However, as the program changes from the delivery of mostly print products to incorporate more

¹Other SOD programs have been considered briefly within the context of this plan with the conclusion that changes in the transition to a more electronic FDLP will have minimal effect on other SOD programs, i.e., the By-Law Distribution Program, the International Exchange System (IES) Program and the Sales of Publications Program. These programs need additional evaluation and planning for the impact of changes in agency publishing practices, but that is not within the scope of this plan.

²In August, 1995, the U.S. Government Printing Office (GPO), as required by the Legislative Branch Appropriations Act, 1996 (Public Law 104-53), initiated a cooperative study to identify measures necessary for a successful transition to a more electronic Federal Depository Library Program. Congress directed that the study include a strategic plan that could assist the Congress in redefining a new and strengthened Federal information dissemination policy and program. The study was concluded in March 1996, and a draft report was issued in order to provide an extended opportunity for public comment. The final report, including this Strategic Plan, was issued in June 1996.

electronic information dissemination and access, all of the program partners are faced with new opportunities and challenges to their abilities to accomplish these goals in a very different and rapidly-changing environment.

The FDLP strives to ensure that the general public has access to a broad range of Government information maintained for a long period of time. For print or microfiche products, this information is cataloged so that it can be found by potential users. It is housed in local depository libraries which provide public access at the community level. Professional Government information librarians assist individuals in locating the information they need. The costs to depository libraries have been estimated at three to five times the dollar value of the information products that they receive.³ The FDLP exemplifies how a Federal program utilizing state and local support can serve the public through shared responsibilities and shared costs.

Electronic information dissemination via the Internet, on CD-ROM discs, or using successor technologies, offers potential economies for the Government as a whole. However, the greatest savings will accrue to those agencies which embrace publishing via the Internet. As the initial publishing costs to Government decline, the costs to libraries and the public for computers, training, and connections, as well as costs to the Government for providing permanent access may increase. Similarly, local printing of on demand copies, often using costly and environmentally unfriendly technologies, will mean that users who want their own copies may pay more than when costs were kept in check by GPO's efficient and effective printing procurement process.

In addition, depository librarians will be acting in new roles, serving as intermediaries helping the public find Federal electronic information and providing access to that information on site and via electronic gateways. Depository libraries also will continue to select, receive, and service tangible Government information products while expanding their capability to handle electronic information. Many depository libraries must upgrade their capabilities in order to serve the public effectively in a more electronic FDLP, and this affects the speed at which a successful transition can occur. The transition to a more electronic FDLP must not result in disenfranchising portions of the public which need more time to adapt to the new technologies.

II. APPROACH TO ELECTRONIC DISSEMINATION AND ACCESS

Major Transition Activities

Implementation of this plan will be accomplished utilizing a project approach. Major project areas and goals for near-term transition implementation include:

Information Dissemination Services

Goal: To incorporate in the FDLP Government information products available via Federal agency Internet sites and increase the array of products disseminated to depository libraries and the general public via *GPO Access*.

Cataloging and Locator Services

³Robert E. Dugan and Ellen M. Dodsworth, "Costing Out a Depository Library: What Free Government Information?" *Government Information Quarterly*, Volume 11, Number 3 (1994), pages 261-284.

Goal: To provide locator services to direct depository libraries and the general public to Government information products available via Government electronic information services, including development of the suite of Pathway indexer and Browse functions.

Permanent Access Services

Goal: To establish a distributed system for ensuring that Government information products available via Government electronic information services are maintained permanently for public access through the FDLP.

Depository Roles and Services

Goal: To support and monitor depository library services, with a view toward improving the public's ability to access all Government information through the FDLP.

Assessment of Standards for Creation and Dissemination of Electronic Government Information Products

In addition, GPO is proposing an Assessment of Standards for Creation and Dissemination of Electronic Government Information Products through a joint effort with the National Commission on Libraries and Information Science (NCLIS). For the successful implementation of a more electronic FDLP, the Congress, GPO and the depository library community must have additional information about future agency publishing plans, as well as an expert evaluation of the cost-effectiveness and usefulness of various electronic formats that may be utilized for depository library dissemination or access. A central implementation issue is the identification and utilization of standards for creation and dissemination of electronic Government information products. These standards would enhance access to and use of Government information by both the Government and the public. The Government produces an enormous quantity and variety of information. The standards best suited for one type of data may be substantially less suited, or even entirely inappropriate, for another. Consequently, there is no single standard in which all Government information products can, or should, be created or disseminated. Nevertheless, it is in the best interest of the Government, and those who use Government information, to achieve a greater degree of standardization than now exists, and to develop recommended standards for each major type of Government information product in order to facilitate the exchange and use of that information.

To accomplish this, it is first necessary to know the range of formats Federal agencies currently use in the creation and dissemination of information and to assess the de facto or actual standards that are in use for each major type of data. It is also necessary to identify areas where there is no standardization, or such limited standardization that the effect is virtually the same. Finally, it would be useful to evaluate standards utilized by private sector and other non-governmental publishers. This information will provide the basis for an assessment, in consultation with the depository library community, of the usefulness and cost-effectiveness of various electronic formats for depository library dissemination or access. It will also be the basis for a dialog with the National Archives and Records Administration (NARA), the National Commission on Libraries and Information Science (NCLIS), the National Institute of Standards and Technology (NIST), and others with an interest in establishing and promulgating Government-wide standards for information creation and dissemination.

As an independent Federal agency established to advise the President and the Congress on national policies related to library and information services adequate to meet the needs of the people of the United States, NCLIS is uniquely situated to coordinate this activity and assist GPO in the evaluation of the cost-effectiveness and usefulness of various electronic formats that may be utilized for depository library dissemination or access. This assessment of standards will be a first step toward the ultimate goal of collecting and analyzing information life cycle costs, providing data upon which to base further consultation with the library community and discussions with publishing agencies. The assessment should proceed as

rapidly as possible in order to assure a successful and cost-effective transition to a more electronic FDLP.

Government Information Products in the FDLP

The FDLP will offer Government information products in a variety of formats and media, although for reasons of economy the choice of multiple formats for the same content may be reduced. Depository information will be available in two basic types:

- Tangible, physical Government information products, including paper, microfiche, and electronic deliverables such as CD-ROM discs distributed to depository libraries. No fee public use of these physical products will be at or through depository libraries. Should members of the public wish to obtain their own copies they must purchase them as they do at the present.
- Electronic products from Government electronic information services, which are remotely accessible via telecommunication networks. In most cases, users with the requisite computer equipment and network access will be able to use these products from their home, classroom, or office.

GPO's ability to provide timely and complete access to Government information products is linked closely to the receipt of timely notification from the publishing agencies when they initiate, substantially modify, or terminate them. In the case of tangible products, SOD requires timely notification to "ride" requisitions for information products produced or procured from sources other than GPO in order to obtain FDLP copies at the best cost. For Government information products accessible from a Government electronic information service, SOD's ability to provide current and accurate Pathway locator services is incumbent upon timely notification by originating agencies. In addition, prior notification by the agency when it decides to terminate such products is essential to meeting the goal of ensuring permanent access to appropriate Government information products provided through the FDLP.

Incorporating Government Information Products in the FDLP

GPO will incorporate into the FDLP all types of Government information products resulting from agency publishing alternatives. These alternatives include publishing tangible products, such as paper, microfiche, CD-ROM, video, slides, floppy diskettes, or solely electronic products published via a telecommunications network and remotely accessible through a Government electronic information service.

There are four ways in which GPO can bring electronic Government information products into the FDLP:

- GPO can identify, describe and link the public to the wealth of distributed Government information products maintained at Government electronic information services for free public use.
- GPO can establish reimbursable agreements with agencies that provide fee-based Government electronic information services in order to provide free public access to their information through the FDLP.
- GPO can "ride" agency requisitions and pay for depository copies of tangible electronic information products, such as CD-ROM discs, even if they are not produced or procured through GPO.
- GPO can obtain from agencies electronic source files for information the agencies do not

wish to disseminate through their own Government electronic information services. These files can be made available through the *GPO Access* services or disseminated to depository libraries in CD-ROM or other tangible format.

When an agency decides to publish a tangible information product, SOD will attempt to obtain copies of that product for distribution to depository libraries. When an agency publishes an information product on its own electronic information service, GPO will direct users to that product. When agencies cease to offer online public access to an information product within the scope of the FDLP, GPO will attempt to obtain the electronic source files in order to provide permanent access through the FDLP. SOD may receive such files from the originating agency, or as a by-product of replication contracts administered by GPO. Additional detail on processing agency products appears in Appendix D.

Role of the *GPO Access* Service

The *GPO Access* service, with its components of the on-line interactive service, the storage facility, the Pathway locator services, and the Federal Bulletin Board, is the foundation which will support FDLP access to Government electronic information products. These products may reside on GPO's computers for direct access or the Pathway locator services may direct users ("point") to products from other agencies' Government electronic information services. All costs associated with information dissemination via *GPO Access* are being funded by the FDLP.

During the strategic period (through FY 2001) several changes are expected in the development of *GPO Access*. To support permanent public access, the storage facility will be a key component of *GPO Access*. GPO supports the concept of distributed "repositories" for electronic data, with primary responsibility falling to the originating agency. However, there is a need for a coordinated program to identify and maintain electronic Government information products for public access when agencies no longer intend to make their information available. There must be a joint effort between the agencies, SOD, NARA, and depository libraries to establish a distributed system for maintaining permanent access to Government information products available through the FDLP.

For the foreseeable future, GPO will continue to enhance its World Wide Web user interface for the *GPO Access* services. GPO also will continue to provide a text-only interface for its online databases in order to maintain compliance with the Americans with Disabilities Act (ADA) and to assure access to users with limited technological and communication capability.

In order to support the electronic Government information products being incorporated into the FDLP, LPS has developed a specific Web page listing online electronic Government titles, arranged by Government agency and alphabetically by title under each agency. This page lists and points to electronic titles on Federal agencies' electronic information services (Internet sites).

Making New Information Available through the FDLP

The ability to point to agency electronic information services provides GPO with an opportunity to bring additional information into the FDLP at relatively low cost. Historically, the FDLP has not been funded at a level sufficient to obtain and distribute retrospective groups of tangible Government

information products which were not previously in the program. Now, when a Government electronic source for information not previously disseminated through the FDLP becomes available, there is a practical way to incorporate that information into the FDLP.

SOD will coordinate with other agencies for depository library access to Government information products remotely accessible via Government electronic information services. Preferably, such agencies should provide unrestricted, no fee access for depository libraries. However, when the agency is required to recover costs, or when no such agreement can be reached, SOD plans, funds permitting, to reimburse the originating agency for depository access to information products available via its electronic information services. In such scenarios, SOD will not be funding direct, no fee public access, although depository libraries may serve the public via gateways, if permitted under the agreement with the agency.

For tangible Government information products, SOD will begin with current information and move forward as is the current SOD policy. It is anticipated that funding will not be available in the strategic period to add large quantities of retrospective print products to the FDLP.

Reducing Duplication of Product Content

Based on current estimates and assumptions, the transition to a more electronic FDLP will not require major increases in appropriations. The funding source for the transition could be the cost savings which accrue to SOD from phasing out paper or microfiche versions of information which is available through the FDLP electronically. Redundant dissemination of content in different formats, e.g. paper and microfiche, or microfiche and electronic, or CD-ROM and online, will be reduced. In making the decision to eliminate redundant versions of the same content, LPS will consider such factors as the usability, intended audience, time sensitivity, and costs of the various formats. Only "core" paper titles such as those listed in Appendix A represent potential duplicate distribution, as their content also may be available electronically.

Cataloging and Locator Services

The Cataloging and Indexing Program, which has a broad legal mandate under 44 U.S.C. §1710 and §1711, will expand to incorporate GPO's efforts to identify, locate, and point to agency electronic information products. LPS intends to provide records in machine-readable cataloging (MARC) format, following the *Anglo-American Cataloging Rules*, 2nd Edition (AACR2), for all appropriate Government information products, whether in a tangible format or an electronic file accessible via a Government electronic information service. Cataloging emphasis will continue to be on products which are not brought under bibliographic control by another Government agency.

GPO cataloging records which include information about electronic Government information products available from Government Internet sites will include the Uniform Resource Locator (URL) data. The URL will be displayed in the records from *Monthly Catalog of U.S. Government Publications* accessible through the GPO World Wide Web site, and will be linked to the actual electronic information product, so that the content can be displayed and downloaded by users.

In addition to the *Monthly Catalog* on the GPO Web site, LPS is developing a suite of Pathway locator services which permit multiple approaches to locating and connecting to Government information products on the Internet:

Product	Points to
Pathway Indexer (prototype), which provides a keyword search of Government Internet sites.	Individual products, or parts of products such as specific pages within a product, from a "seed list" of sites.
Browse Topics , which uses the subject headings from the GPO Subject Bibliographies.	Government Internet sites.
Browse Titles , a listing with interactive links to Government Information products on the Internet.	Government information products from agency electronic information services, including <i>GPO Access</i> .
GILS (Government Information Locator Service) records.	Metadata about agency programs or information resources.

The cataloging of electronic products is a major topic of discussion among national cataloging standards organizations. Through its participation in cooperative cataloging efforts, GPO will work with other institutions to implement a consistent methodology to provide the necessary linking information for paper or microfiche products to a successor electronic version. Ideally, such links will direct users forward to the new electronic edition and backwards to the paper or microfiche. Interactive links from bibliographic records ("descriptive metadata") to the electronic information products will be provided by including the URL or other standardized logical location data in the records.

Historically, most agencies, with the exception of the scientific and technical information agencies, have not cataloged their own print information products. GPO's Cataloging and Indexing Program has provided this service, by cataloging a broad range of Government information products, primarily those produced through GPO, adhering to standard library practices and formats. In the case of scientific and technical information, SOD has not duplicated, and does not plan to duplicate, the bibliographic control efforts of those agencies, even though their cataloging may have been created under different rules and standards. It is anticipated that most agencies, other than those in the scientific and technical community, may not catalog their own electronic information at the discrete product level, whether through GILS or another mechanism. SOD plans to work with agencies to identify such products and provide cataloging and locator services for electronic information products. These services can be used by agencies, depository libraries, and the public.

Permanent Access Services

The FDLP, through regional depository libraries, has guaranteed permanent access to tangible Government information products. Regional depository libraries provide for permanent access to relatively complete collections of tangible Government information products dispersed throughout the country.

For remotely accessible Government electronic information services, a parallel mechanism is needed to ensure that this information remains available for permanent public access. GPO, as the administrator of the FDLP, will coordinate a distributed system that provides continuous, permanent public access, involving the publishing agencies, the National Archives and Records Administration (NARA), and regional and other depository libraries.

To the extent that electronic Government information constitutes Federal records, as defined by NARA, each agency is responsible for establishing a records schedule to evaluate and transfer its records to NARA. GPO has a records schedule which provides for transfer to NARA for preservation of all print and microform Government information products listed in the *Monthly Catalog*. There also is a schedule

that provides for the transfer to NARA for reference purposes the CD-ROM titles listed in the *Monthly Catalog*. GPO will work with NARA to expand this schedule, so that all electronic FDLP information which is under our custody and control is provided to NARA, and that, to the maximum extent possible, electronic Government information products are transferred to NARA in formats suitable for preservation.

Legal Changes Which Support the Transition

GPO has the necessary statutory authority to incorporate electronic Government information products into the FDLP. However, certain amendments to Chapter 19 of Title 44, U.S.C., which authorizes the FDLP, would clarify this authority and facilitate the transition. For example, it should be established without question that electronic Government information products must be included in the FDLP. Changes also are needed to establish authority and responsibility for the FDLP to ensure that both tangible and electronic Government information products are maintained permanently for depository library and public access, and to authorize the GPO to request that originating agencies provide electronic source files of their information products if they chose to no longer provide public access to these products themselves. Some recommendations for legislative changes, which incorporate the advice of various program stakeholders, are included in the FDLP Study Report as the report for Task 6 (Attachment D-5).

III. DEPOSITORY LIBRARY ROLES AND SERVICE EXPECTATIONS

Strengthening the Federal Depository Library Program

GPO will reshape its relationship with depository and other librarians in order to strengthen the depository library system and to advance the goal of better serving the public. In an increasingly electronic environment, GPO will assume an expanded role in the provision of support services for depository libraries and librarians. These system support services should better prepare depository libraries to serve as intermediaries providing direct services to end users. Such expanded services to libraries include, but are not limited to, Pathway locator services, user support, training, and documentation. SOD will provide or facilitate training and user support for depository libraries for the *GPO Access* services. When SOD points to electronic services provided by another agency, arrangements will be sought with the originating agency to provide user support for depository libraries.

Role of Regional and Selective Depository Libraries

The distinction between regional and selective depository libraries continues to be very clear with respect to tangible Government information products; however, the distinction is less apparent for information products that are remotely accessible via Government electronic information services. Selection takes on a different meaning in an environment where, once online, a user at a public access workstation can access the full range of Government electronic information products. However, even though users may be able to access Government electronic information products from many different agencies, selective depository libraries will retain the authority to decide which products to support, in consonance with their overall collection development plans. Users who desire in-depth assistance with online electronic products which fall beyond a selective depository library's collection parameters may be referred to another depository library.

By October 1996, all depository libraries must be able to provide no fee public access to online electronic Government information products accessible via Government electronic information services. Selective depository libraries are expected to continue to receive (and to retain for 5 years) only those tangible products which meet their local collection development policies. Regional depository libraries, with very rare exceptions, will continue to receive all tangible products distributed under the auspices of the

FDLP, and will hold those products permanently.

Depository Library Service Expectations

Incorporating a significant amount of electronic information into the FDLP will pose a significant challenge to depository libraries. Some depository libraries will have to accelerate their plans to obtain public access computer workstations, and deal with the demand for local printing and downloading. Depository librarians will have to serve user needs for electronic information and, at the same time, provide access to their current and historical print collections.

All depository libraries must have the capability to provide no fee public access to Government electronic information products identified in SOD Pathway locator services, without regard to where that information resides. Fulfilling this expectation will require depository libraries to offer users access to workstations with a graphical user interface, CD-ROM capability, access to the Internet including use of the World Wide Web, and the ability to access, download, and print extensive products. However, just as depository libraries now may charge users for photocopying, they also may charge users to recover the cost of printing information accessed electronically.

The requirement that every depository library must be capable of providing public access to electronic FDLP information was published in the "Guidelines for the Federal Depository Library Program," which were issued as "Federal Depository Library Manual, Supplement 2" and distributed to all depository libraries on February 28, 1996. Paragraph 7-8 of the "Guidelines" states that:

Appropriate hardware and software must be provided for public users accessing electronic information available through the Federal Depository Library Program (e.g. CD-ROM titles, on-line databases, etc.). This hardware and software should include computer work stations capable of providing Internet access that requires GILS-aware software, CD-ROM readers, and printers.

This functional statement regarding electronic information access will become a FDLP requirement effective October 1, 1996. GPO views this as an ongoing basic requirement for depository libraries, although the methods used to accomplish this requirement appropriately remain local library management decisions.

Depository libraries will continue to be responsible for the startup and maintenance costs associated with equipment and Internet connectivity required to provide access to Government information products in electronic formats. In order to assist depository librarians with planning the acquisition of new computer hardware and software, GPO published the "Recommended Minimum Specifications for Public Access Work Stations in Federal Depository Libraries" in the May 15, 1996, issue of *Administrative Notes*.

To assist libraries with the transition, GPO will continue to monitor the technological capabilities of the depository libraries to provide cost-effective public access to electronic Government information products, particularly as it relates to the standards utilized by agencies in the creation and dissemination of electronic Government information products. This will include information about the costs of equipment, software, telecommunications, staff training and other depository library expenses for accessing and utilizing electronic Government information products through the FDLP.

Currently most users must pay to photocopy documents in depository libraries or to blow back images from microfiche if they wish to obtain their own copies of Government information products. Similarly, many libraries are beginning to charge for printing from public access workstations or to obtain diskettes on which to download and save electronic information for later use. For this reason, GPO will begin to monitor the costs to users for printing, downloading and similar services using depository library equipment.

Technology Grants

Some depository libraries lack the financial resources to acquire the requisite computer or telecommunications resources necessary to adequately serve the public with electronic FDLP information. Based on a preliminary analysis of the responses to the 1995 Biennial Survey of depository libraries, 25% of the depository libraries do not have public access workstations connected to the Internet. Many of these libraries are planning to offer public Internet access within two years, but approximately 12% of the responding libraries reported no plans to provide Internet access to the public. The lack of Internet access for public users in depository libraries is a critical missing "last mile" in making Government information products available electronically.

GPO's funding request has asked for authority to expend up to \$500,000 in FY 1997 for "technology grants" to depository libraries. If approved, the technology grants are intended to ensure reasonable public access and proximity to at least one electronically-capable depository in every Congressional district. These grants, at up to \$25,000 each, could be earmarked for public access workstations and Internet connections in depository libraries. This one-time financial assistance would enable depository libraries to achieve a minimum level of capability to serve the public with on-line electronic Government information. In order to be eligible for a technology grant, the depository library must demonstrate need and stipulate that no other funding source is available for this purpose.

Training Efforts and Regional Librarians' Conference

SOD will devote additional resources to promoting training and continuing education opportunities for depository librarians, to raise the level of knowledge and skills with electronic information resources. This approach will guide the development of future "Federal Depository Conferences." SOD will provide hands-on training in the use of the *GPO Access* online services, and facilitate training on other agencies' electronic information services.

GPO will inform agencies about issues and concerns in developing Government information products and electronic information services suitable for use by the depository libraries and the general public.

GPO will take steps to promote program leadership among the regional depository libraries. Closer coordination with the regional depository libraries and their directors should lead to a greater ability to rely upon the regional librarians as field coordinators for the FDLP. To this end, GPO has requested that the statutory limitation on travel funded by the SOD Salaries and Expenses appropriation be raised by \$20,000 in FY 1997. If this request is approved, GPO has proposed to bring regional librarians together for a one-time conference, at SOD expense, for training, discussion of state planning initiatives, and a clarification of the regional libraries' role in the administration of the technology grants.

New Focus for the Inspection Program

The depository library inspection program will be redesigned, so that the resources devoted to periodic inspections can be reallocated to FDLP system support and related services for depository libraries. During the last eight years, 95% of the depository libraries inspected have been found in compliance with the requirements of the FDLP. Now that the SOD-developed depository library self-study

has been adopted as an evaluation tool for use by the libraries, the basis for inspections will be that which is specified in 44 U.S.C. §1909, which states that "the Superintendent of Documents shall make firsthand investigation of conditions [in depository libraries] *for which need is indicated ...*" (emphasis added).

SOD will concentrate on site compliance inspections of those libraries which submit unsatisfactory self-studies, have major changes in staffing or facilities, have prior records of non-compliance, or if complaints are received from the public concerning depository library services. SOD personnel also will be available to visit, consult with, and assist a depository library upon request.

During a depository library inspection, SOD will use a functional approach to determine compliance with the requirement to provide public access to Government electronic information. The inspector will focus on the depository library's ability to provide public access to electronic FDLP information. The method selected by the depository library to meet this public access requirement is a local determination. For example, public access to Government information products through Government electronic information services may be provided either through mediated searches, or by allowing members of the public to use depository library workstations on their own. In making such decisions, depository librarians should bear in mind the "rule of thumb" that services associated with FDLP information products should be at the same level as those accorded to products which are purchased for the library's collection.

Access to Electronic Government Information Products through Public Libraries

With respect to the electronic information in the program, the FDLP will not be an exclusive source of no fee Government information to depository libraries. In order to improve access to Government information products at the local level, SOD will promote the FDLP electronic services to public libraries. For information delivered via a Government electronic information service, the incremental cost of serving additional libraries or members of the public is minimal. Through a program of outreach to public libraries, SOD will encourage them to offer FDLP electronic Government information products to the public.

IV. ADMINISTRATIVE AND SUPPORT ACTIVITIES

Superintendent of Documents Classification System

GPO's Superintendent of Documents classification system is used to assign permanent and unique identifiers to tangible Government information products. This has enabled libraries to shelve and provide access to their physical collections. However, the location requirements for Government information products that are remotely accessible via Government electronic information services are not met by any current application of the Superintendent of Documents classification system.

A committee comprised of ALA Government Documents Round Table (GODORT) members and LPS staff has agreed in principle to a proposal to apply the classification system to electronic online products. This use of the classification system will assist in relating electronic products to their print antecedents and allow the title to be processed for the various *Monthly Catalog* outputs, including presentation on the GPO Web site. The application of the Superintendent of Documents classification system to physical products will be continued.

For electronic Government information products stored in a digital data repository, permanency and uniqueness can be ensured by applying the "persistent name" (also known as a Uniform Resource

Identifier, URI or "handle"). Over the next few years a standard for "persistent names" should emerge, and LPS will investigate utilizing or adapting this approach to identify the electronic information products available through the FDLP.

Notification of Electronic Government Information Products in the FDLP

LPS does not intend to issue an "Electronic Products Shipping List" for online products available from *GPO Access* or other agencies' Internet sites. Information concerning electronic products in the FDLP is being included in the "Administrative Notes Technical Supplement". A special section on the "Browse Titles" page on the GPO Web site also will notify depository libraries of electronic products available from *GPO Access* or from other agencies' Internet sites.

However, notification about electronic information products should be an interactive process. LPS appreciates the efforts of individual documents librarians to identify new or changing Government Internet products and to notify the depository community about them. This individual initiative is an important component of bringing additional electronic products into the FDLP, and we encourage librarians to direct such notices to LPS so we can consider the product for inclusion in the FDLP. This channel will complement LPS' efforts to have publishing agencies provide adequate notification when they initiate, substantially modify, or terminate access to a Government information product.

Use of Item Numbers for Electronic Government Information Products

As previously stated, selection takes on a different meaning with respect to electronic Government information products. Selective depository libraries will offer access to the full range of remotely accessible Government information products, but will retain the authority to decide which electronic products to support, based on their collection development plans. In order to assist depository libraries in establishing profiles with vendors, so that only selected categories of bibliographic records will be added to their online public access catalogs (OPACs), new remotely accessible Government information products will be assigned item numbers. These item numbers will represent the electronic products of an agency. For each electronic title that has a physical antecedent in the FDLP, the existing item number under which the tangible form was distributed will be used.

Future Distribution of Tangible Government Information Products

As the distribution of tangible Government information products declines, SOD may reach the point where it is no longer cost-effective to maintain an in-house distribution capability. The current distribution system for tangible products, the LPS Lighted Bin System, relies upon economies of scale for cost-effectiveness. SOD will carefully analyze the costs of Lighted Bin System maintenance, distribution staffing, space requirements, overhead, etc., to determine the break-even point. If that point is reached, SOD will discontinue the in-house distribution operation, and move to contractual shipping arrangements for the remaining tangible products in the FDLP.

V. IMPACT OF THIS PLAN ON OTHER SOD PROGRAMS

The scope of this Strategic Plan is the Federal Depository Library Program, and because of its integral support role to the FDLP, the Cataloging and Indexing Program. Other SOD programs, the By-Law Distribution Program, the International Exchange System (IES) Program, and the Sales of Publications Program (Sales Program) have been considered briefly within the context of this plan and a statement concerning each follows. Just as with the FDLP, these programs are experiencing the effects of changes in agency publishing practices causing the reduced availability of print and microfiche Government

information products. Evaluation and planning to adapt to these changes is needed for each program, but that is not within the scope of this plan.

By-Law Distribution Program

The By-Law Distribution Program is funded by the GPO Salaries and Expenses (S&E) appropriation and provides for the distribution of Government information products, such as the Congressional Serial Set, only when required by statute. The Government information products that are included in the program, the recipients of those products, and the distribution quantity and formats are all determined by statute, or by the direction of the Congress. Therefore, this program is entirely independent of the FDLP and will not be impacted negatively by the transition to a more electronic FDLP.

International Exchange System Program

The International Exchange System (IES) Program is authorized by 44 U.S.C. §1719, which provides for the distribution by the SOD of "all Government publications, including the daily and bound copies of the Congressional Record, ... to those foreign governments which agree, as indicated by the Library of Congress, to send to the United States similar publications of their governments for delivery to the Library of Congress," with some exceptions. The foreign government information products received by LC through this exchange include critical legal and legislative materials, ministerial reports and other publications that, in many cases, would not be available to the Library of Congress--and thus to Congress--by any other means.

Under this statute, SOD currently manages the acquisition and distribution of U.S. Government information products for the IES program on behalf of LC, and the costs of the copies sent to the IES exchange partners are borne by the SOD Salaries and Expenses (S&E) appropriation. The IES program distributes a subset of the U.S. Government publications selected for the FDLP. However, many documents which are distributed to FDLP libraries in paper are converted to microfiche format by SOD for distribution to the exchange partners. Overall, this results in a significant savings to the IES program and less storage is required at the recipient libraries.

LC has emphasized that it is critical for the foreseeable future to continue the availability of Government information products in paper and microfiche for those exchange partners who have limited or no access to the Internet.⁴ SOD understands this requirement and will continue to review all agency printing requisitions in order to obtain copies for the Cataloging and Indexing Program and the IES program.⁵ However, as the transition to a more electronic FDLP moves forward, SOD will ride fewer agency printing requisitions to obtain copies of printed Government information products either for depository distribution or to produce depository microfiche masters. As the transition occurs, and once the FDLP is no longer absorbing the cost of creating microfiche masters of Government information products for its own purposes, costs to the IES program will rise moderately.

More critical to the future of the IES program is the fact that agencies are terminating paper publications that previously were selected for inclusion in both the FDLP and the IES program. In this

regard, LC has stated that "[t]o the extent that any document now produced in paper format ceases to appear in other than electronic format, that item is lost to our exchange partners and, ultimately, reciprocal

⁴Letter from Winston Tabb, Associate Librarian of Congress, to Michael F. DiMario, Public Printer, May 24, 1996.

⁵Federal agencies submit a Standard Form 1 (SF-1) to GPO to requisition printing and publication services which then are procured from commercial firms or produced by GPO personnel. This includes CD-ROM development and replication services and other electronic publishing activities.

items become lost to our collections."⁶

Another threat to the IES program is the increasing availability of U.S. Government information products through free electronic Government information services. For those exchange partners who are able to access the Internet, the incentive to exchange their own, usually copyrighted, publications for comparable, but uncopyrighted, U.S. Government information products is reduced significantly when they can obtain the same information easily and without charge or reciprocal obligation.

LC and GPO should work together on a strategic plan that will enable the IES program to adapt to changes in agency publishing practices. The plan should also identify, and determine the costs of, various options to maintain the viability of the IES program. One such option, at least as an interim solution for the exchange partners that cannot yet accept electronic Government information products from the United States, may be for SOD to use electronic Government information products to print or create microfiche for IES distribution.

Sales of Publications Program

The Sales of Publications Program (Sales Program) will not be impacted negatively by the transition to a more electronic FDLP. The Sales Program acquires publications independently from the FDLP. Therefore, as with the IES program, it will be affected more by the publishing decisions of the originating agencies. In fact, there may be additional opportunities for sales of print format publications which are produced on demand from electronic information sources as agencies themselves publish only electronically.

⁶Ibid.

LIST OF APPENDICES

- Appendix A: Paper Titles in the FDLP - Core List
- Appendix B: FDLP System Requirements for Electronic Access
- Appendix C: Transition Chronology
- Appendix D: Incorporating Agency Information Products in the FDLP

Appendix A: Paper Titles in the FDLP--Core List

A core group of publications has been identified which must remain in the FDLP in paper, even if they also are published as either tangible or remotely accessible electronic information products. These titles contain information which is vital to the democratic process and critical to an informed electorate. They support the public's right to know about the essential activities of their Government. Maintaining these titles in paper format, whether or not they are available electronically, is essential to the purpose of the FDLP. GPO will request funding to continue providing the titles listed below, and others of comparable importance that may be identified in the future, to depository libraries in paper format as long as they are published in paper.

I. Legislative Branch

United States Congress, Joint Committee on Printing

- *Congressional Directory*
- *Congressional Record*, final bound edition (distribution is limited to regional depository libraries, plus one depository in each state without a regional)
- *United States Congressional Serial Set*, bound edition (based on the recommendation of the 1994 Serial Set Study Group, and the alternatives proposed in the report for Task 8B, distribution will be limited to regional depository libraries, plus one depository in each state without a regional)

United States Congress, Joint Economic Committee

- *Economic Indicators*

Law Revision Counsel of the House of Representatives

- *United States Code*

II. Judicial Branch

United States Supreme Court

- *United States Reports*

III. Executive Branch

Executive Office of the President

- *Economic Report of the President*

Office of Federal Register

- *Code of Federal Regulations*
- *Federal Register*
- *List of Sections Affected (CFR)*
- *Public Papers of the President*
- *Statutes at Large*
- *U.S. Government Manual*

Census Bureau, Dept. of Commerce

- *Congressional District Atlas*
- *County and City Data Book*
- *State & Metropolitan Area Data Book*
- *Statistical Abstract of the U.S.*

National Center for Health Statistics, Dept. of Health and Human Services
- *Vital Statistics of the U.S.*

Dept. of State

- *American Foreign Policy--Current Documents*
- *Foreign Relations of the U.S.*
- *Treaties and Other International Acts of the United States*
- *Treaties in Force*

Office of Management and Budget

- *Budget of the United States Government*
- *Catalog of Federal Domestic Assistance*

Appendix B: FDLP System Requirements for Electronic Access

General Requirements

Electronic information for the FDLP will be prepared for inclusion in the *GPO Access* service in two basic ways: primarily, using agency-supplied or contractor-supplied electronic source files, and to a very limited extent, by scanning print products.

When agencies or contractors supply electronic source files in a variety of formats, the capability is required to accept the various file formats, and then to mount them for remote access through *GPO Access* or prepare them for physical dissemination on a CD-ROM, or other successor technology. In order to gain the widest cooperation from agencies, SOD will accept data in whatever file format the agency offers. As an incentive for agencies to provide their data, SOD will not dictate standard file formats to the agencies. However, whenever it is practical to do so, SOD will convert such files to one or more of the standard file formats identified as being most useful and cost-effective for depository distribution and access. For example, word processing and PostScript files may be distilled into Adobe Acrobat Portable Document Format (PDF) files. Based on a preliminary analysis, standard data formats for the *GPO Access* services are expected, in the near term, to be ASCII and Adobe PDF (Portable Document Format). When fully implemented, the Open Text (*GPO Access* Phase II) software will access SGML formatted files.

SOD also requires the ability to scan or accept scanned information for mounting on *GPO Access*. This will pertain primarily to Government information products which would have been distributed in paper or microfiche format. Serial or series publications will be maintained in their present format until a dependable, ongoing supply of electronic source files is assured. Scanning, due to the associated expense and complexity of producing an acceptable result, is viewed as a secondary choice.

System Requirements

For FDLP information accessed electronically the system **must**:

- be capable of linking multiple users to multiple sites. Since FDLP users include depository libraries and the public at large, the system should have sufficient capacity to support an expanding base of users connecting via Internet, telnet, or modem. Because of resource limitations on our system, users who connect by telnet or modem will be able to use the SOD sites, and will be provided with information to enable them to connect to those sites.
- as long as technologically current, our primary focus will be on the GPO Web site as the point of entry, or front end, for all of the electronic services of the FDLP.
- support a full range of users, i.e., both depository librarians and the general public through the FDLP, including persons who have less than state-of-the-art computer resources. The system must employ appropriate technologies to ensure compliance with the Americans with Disabilities Act (ADA).
- support Pathway locator services, which will assist users in locating remotely accessible Government information products.

- provide daily database updates and indexing, including a means to let users know what is new on the system.
- provide the means to assure that Government information products delivered from SOD sites are authentic and official.
- to support searching compliant with ANSI Z39.50. Developing a client/server system will facilitate multiple standard user interfaces and reduce the burden on users to learn numerous different interfaces. The use of applications which require customized or non-standard clients should be minimized.
- to the greatest extent practical, offer full-text searching of the electronic files offered on *GPO Access*. However, for some publications which are "graphics intensive," it may be sufficient to provide non-searchable image files.
- have a system design which minimizes life cycle costs to SOD, with consideration of the cost implications for libraries and end users.
- have the capability and flexibility to support, in the most cost-effective manner, information of high, medium, and low-level usage.
- have the capability for permanent access to Government electronic information products with data and software migration as required to support effective public use.

In addition, there is a potential requirement to establish, at an SOD facility, online or nearline access to CD-ROM discs which have been, or could be, physically distributed through the FDLP. Before defining applications or candidate CD-ROM products for such a service, GPO will identify, investigate and test appropriate technologies, and explore the costs and benefits of alternative delivery mechanisms.

Appendix C: Transition Chronology

In order to implement this plan, which spans fiscal years 1996 through 2001, SOD will undertake the following general activities:

By the end of FY 1996, SOD will:

- Identify opportunities to reduce duplication of content by offering only an electronic format where multiple formats now are available. Core paper titles will continue to be distributed as long as they are published in paper. Intended usage and user needs will be considered in the decision process to offer only an electronic format in the FDLP.
- Investigate and, if necessary, develop initial standards for the format(s) of electronic Government information products provided through the FDLP. Initiate an assessment of standards for creation and dissemination of electronic Government information through a joint effort with NCLIS.
- Develop a comprehensive approach to cataloging and locating Government information products, through library-standard cataloging or through Pathway locator services such as the browser, indexer, product title list, etc.
- Investigate technical and cost implications of scanning products which would have been distributed in paper or microfiche, when the source data files are not available from the originating agency.
- Undertake additional outreach to Federal publishing agencies to improve awareness of how participation in a more electronic FDLP can assist them in fulfilling their missions, and encourage agencies to provide SOD with electronic source files.
- If approval of the full FY 1997 funding request seems probable, develop guidelines for one-time technology grants.
- Inform the depository library community about the electronic initiatives for the FDLP.
- Attain a product mix of approximately 45% paper, 50% microfiche, and 5% electronic.

In FY 1997, (assuming funding at the requested level) SOD will:

- Require all depository libraries to have the capability to provide and support public access to Government electronic information products.
- Enhance the suite of Pathway locator services to ensure the fullest use of World Wide Web or successor indexing technologies to assist librarians and the public in locating and connecting to Government information products on agency electronic information services.
- Develop an electronic mechanism for two-way FDLP administrative communication with the depository libraries.
- Concentrate on obtaining electronic source files from agencies, either voluntarily or through a change in the statute.
- Restructure the depository inspection program to rely more heavily on self-inspection.
- Initiate application, consideration, and award of the "needs-based" technology grants to depository libraries.
- Conduct a one-time "invitational" workshop for regional librarians.
- Accelerate utilization of the *GPO Access* storage facility as a data "repository."
- Reduce duplication of content by offering only an electronic format where multiple formats now are available. Core paper titles will be distributed as long as they are published in paper. Intended usage and user needs will be considered in the decision process to offer only an electronic format in the FDLP.
- Conduct testing and experimentation to identify appropriate applications for scanning a limited number of paper products in cases where the electronic source files are not available.
- Identify possible candidate institutions for cooperative arrangements for permanent access to FDLP electronic information. Initiate such agreements where possible.
- Continue to monitor the technological capabilities of the depository libraries to provide cost-effective public access to electronic Government information products. This will include information about the costs of equipment, software, telecommunications, staff training and other depository library expenses for accessing and utilizing electronic Government information products through the FDLP.
- Begin to monitor the costs to users for printing, downloading and similar services using depository library equipment.
- Attain a product mix of approximately 35% paper, 40% microfiche, and 25% electronic.

By the end of FY 1998, (assuming funding at or near the FY 1996 level) SOD will provide about 50% of

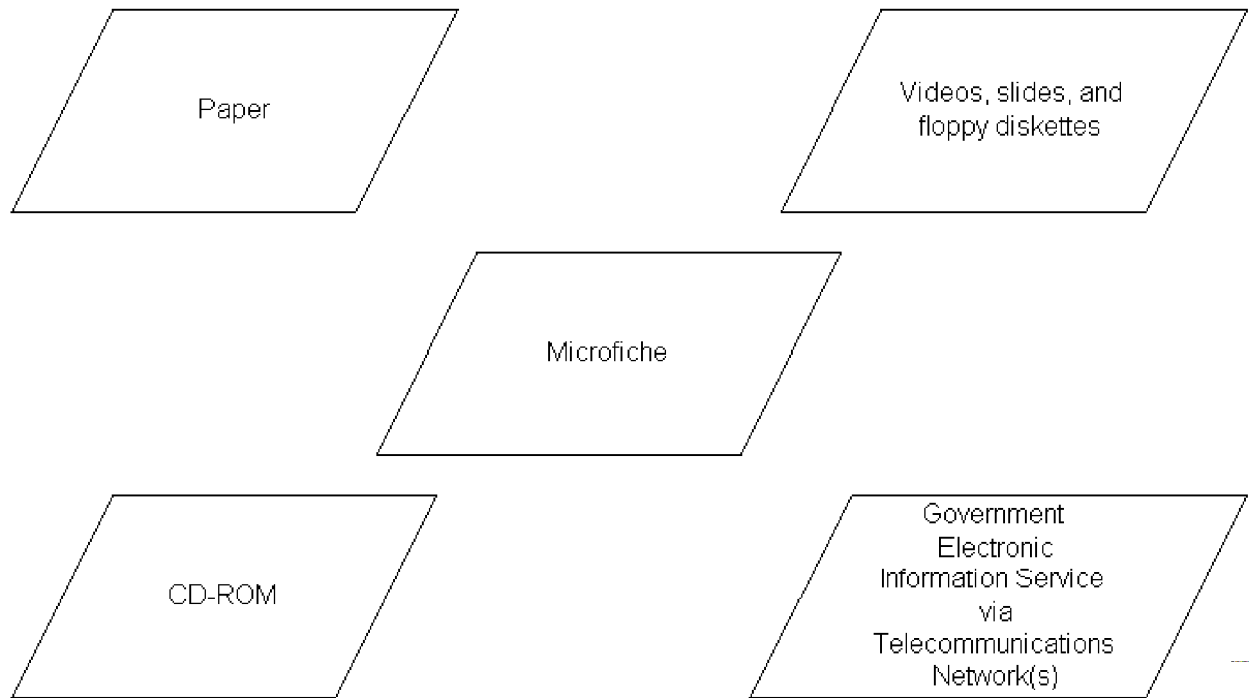
FDLP information electronically, by:

- Pointing to products accessible via agency electronic information services;
- Processing and mounting agency-provided electronic source files on *GPO Access*;
- Distributing tangible electronic products, i.e. CD-ROM discs;
- Scanning agency print products for mounting on *GPO Access* or disseminating in tangible format as text or image files.
- Having all depository libraries capable of serving the public with electronic Government information products.
- Achieving a depository product mix of about 50% electronic, 30% paper, and 20% microfiche.

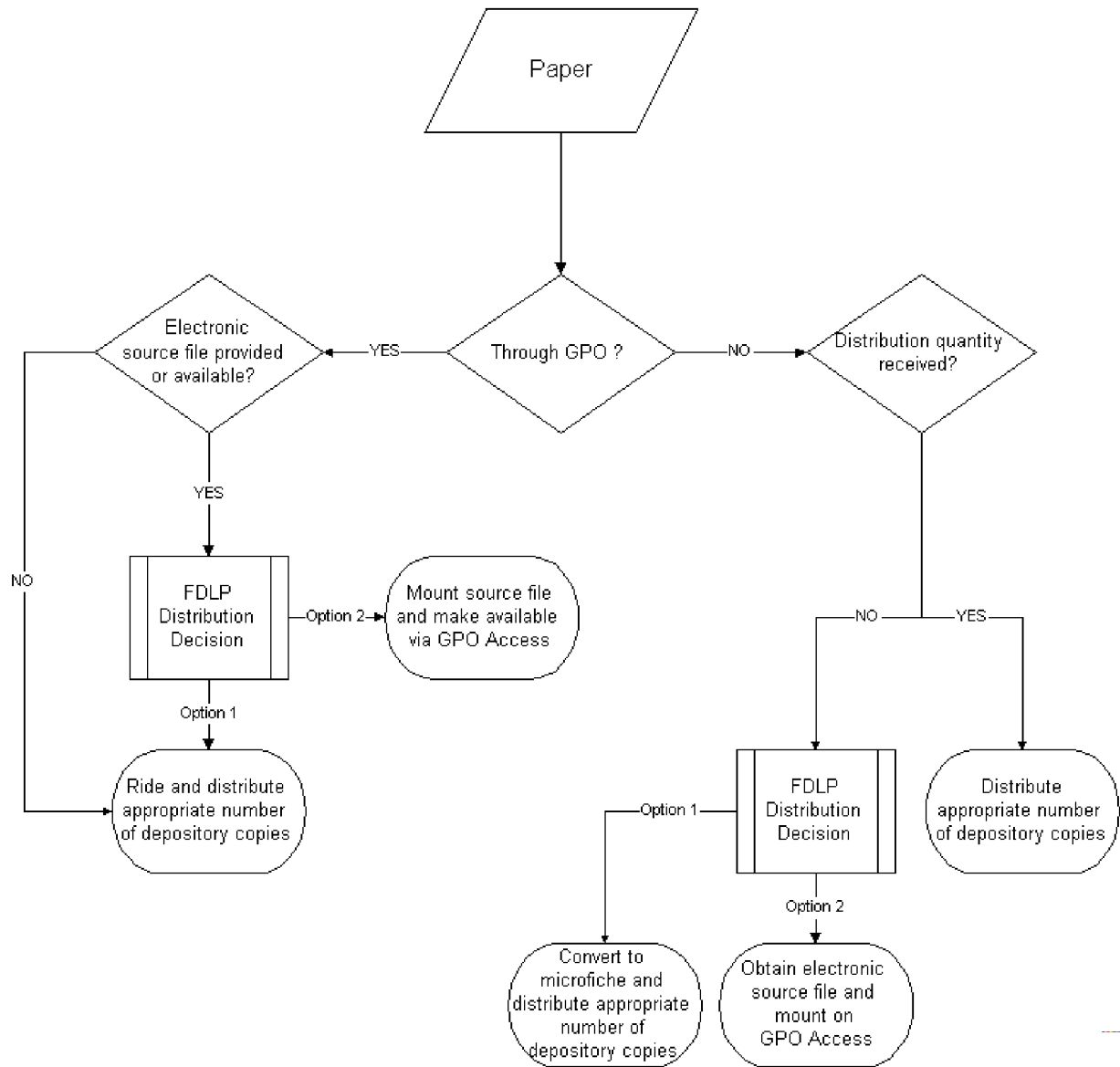
During the period from FY 1998 through FY 2001, SOD will move increasingly toward electronic dissemination and access.

Appendix D: Incorporating Agency Information Products in the FDLP

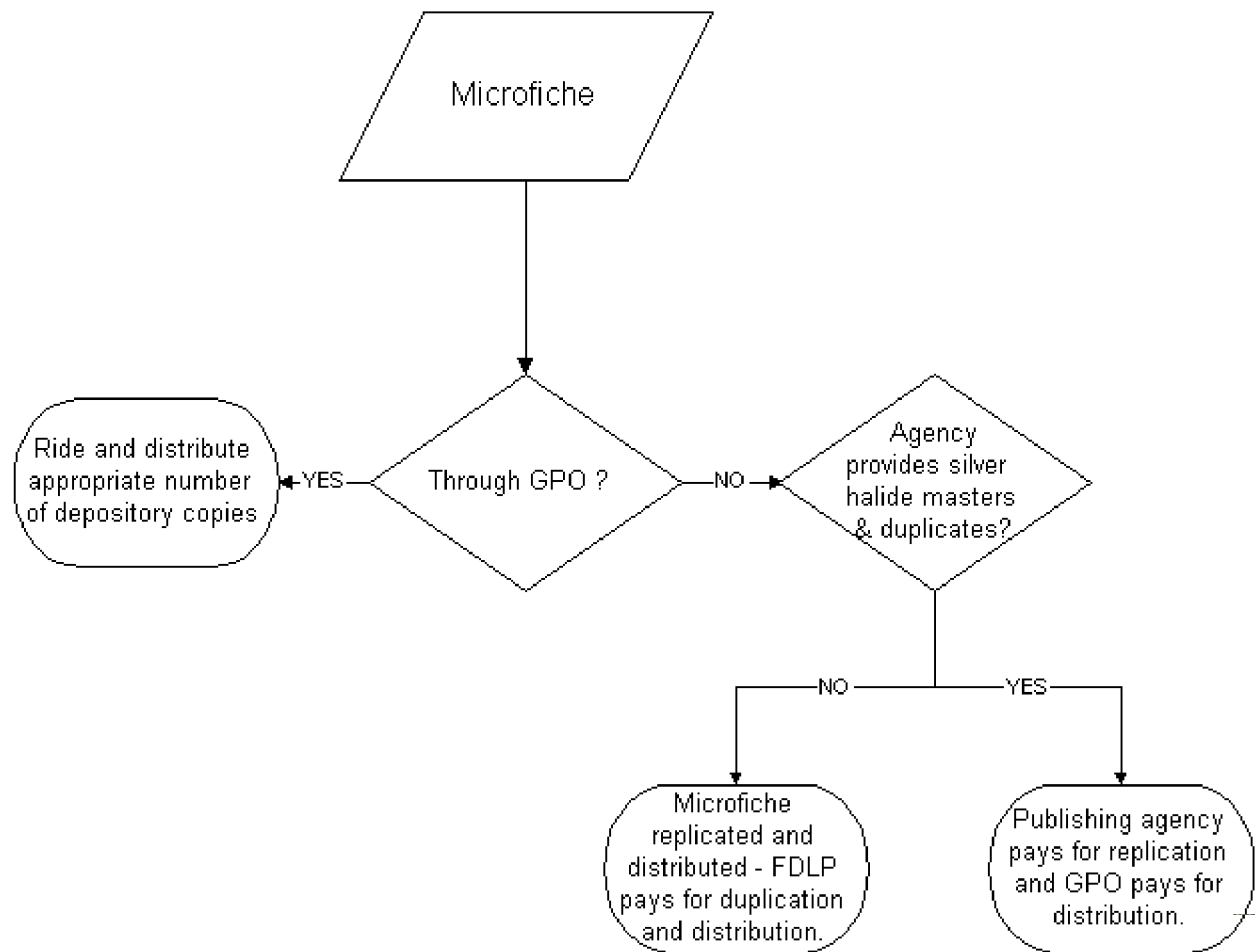
Agency Publishing Alternatives



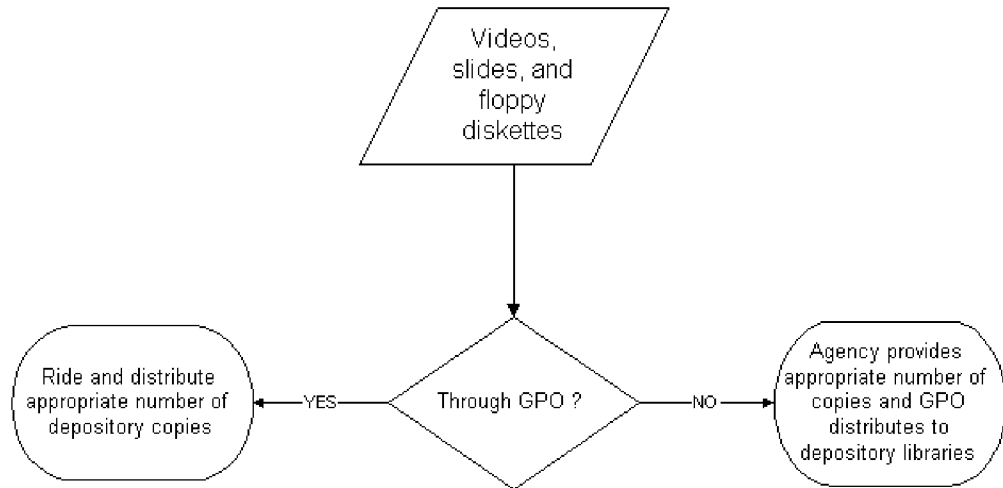
Agency Publishing Alternative: Paper



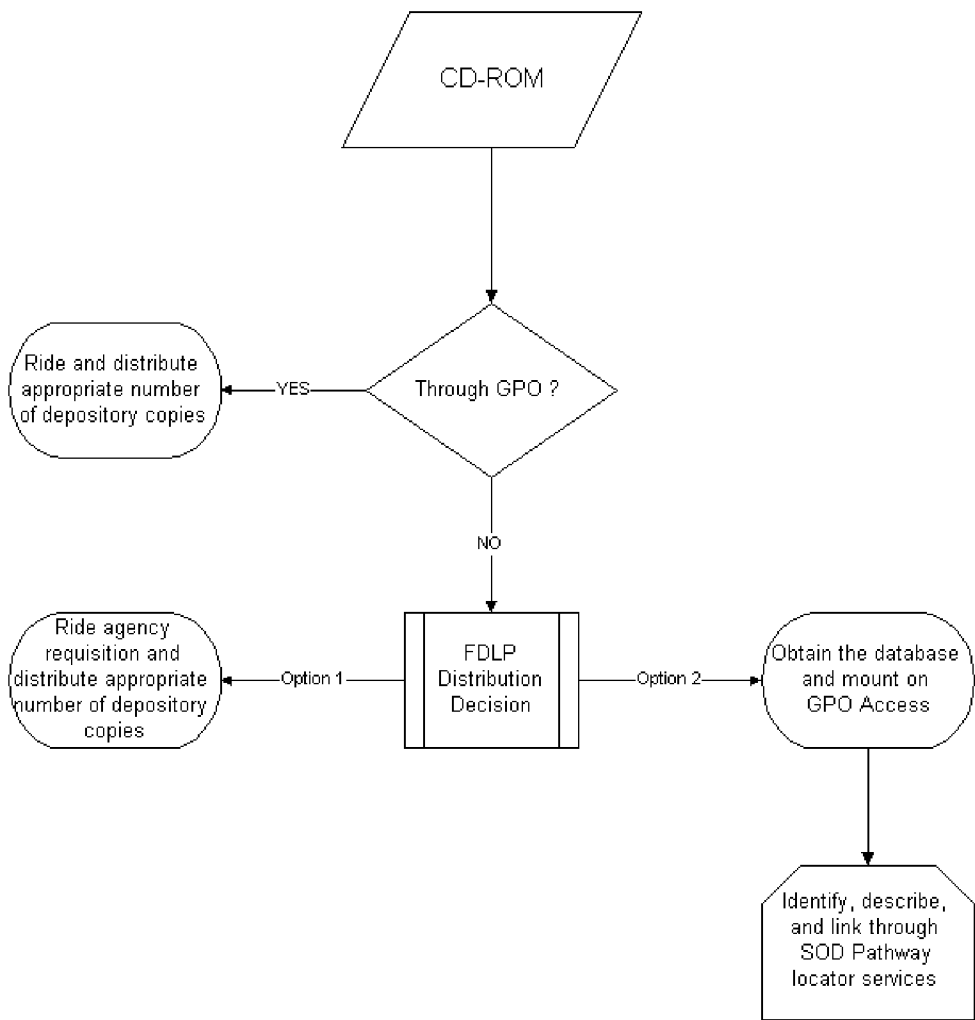
Agency Publishing Alternative: Microfiche



Agency Publishing Alternative: Videos, Slides and Floppy Diskettes



Agency Publishing Alternative: CD-ROM



**Agency Publishing Alternative:
Government Electronic Information Service via Telecommunications Network(s)**

